



## **TSA AWARDS CPS CONTRACT TO PROVIDE RECRUITMENT, TESTING, AND ASSESSMENT FOR SECURITY SCREENERS AT NATION'S AIRPORTS**

The staff at CPS had no problem finding a reason to celebrate the New Year! After a competitive bid process, CPS was awarded a \$108 million contract with the Transportation Security Administration (TSA).

TSA was established in 2001 by Congress and President Bush as part of the Aviation and Transportation Security Act of 2001 to secure our nation's air travel system following the events of September 11, 2001.

CPS will be responsible for providing recruiting, screening, testing, and assessment services to Security Screeners and other professional, administrative, technical, and support personnel for the Transportation Security Administration.

The CPS contract team and TSA are in the process of developing and designing the recruitment and testing process. CPS has partnered with FPMI Communications, Inc., Hogan Assessment Systems, PAN Testing, and Recruitsoft to form a project team for the TSA contract.



"Each partner brings a specialized skill and experience to the project team. This expertise enables us to move the process quickly and efficiently to meet the security needs of our nation," said Pamela Stewart, Co-Executive Director, CPS Human Resource Services.

## **CPS HONORED AT FIRST ANNUAL "BEST PLACES TO WORK" PROGRAM**

CPS Human Resource Services was recognized at the first annual Sacramento Workplace Excellence Leader awards program sponsored by the Sacramento Area Human Resource Association and The Sacramento Bee. CPS and 11 other companies were announced as the Sacramento areas finest organizations—from a field of 80 organizations that were nominated by their

workers. CPS received the second runner-up award in the "Small Business" category for the "2003 Best Places To Work" event.

"Whether or not we received the award, we felt the most important part of this was the nomination by a group of CPS' employees. If the employees of CPS believe this is one of the best places in Sacramento to work, then any other recognition is simply frosting on the cake," said Ed Cole, CPS Co-Executive Director. "Thank you, SAHRA, for the award, but more importantly, thank you to our employees for making this recognition possible."

The winners were recognized for their organizational excellence and employee satisfaction. The event honored the CEOs and human resource leaders whose dedication to organizational excellence and employee satisfaction directly leads to their company's success.



CPS employees celebrate after the awards program.

## A MESSAGE FROM THE C0-EXECUTIVE DIRECTORS

### *Enhancing Excellence in Human Resources*

We are extremely proud of our selection as the prime contractor by the Transportation Security Administration to perform recruitment, testing, and assessment for security screeners and other positions at our nation's airports.

With our contract partners, we are determined to meet the needs of the TSA workforce and provide the world-class customer support that the agency expects.

Our staff of talented, highly qualified professionals will ensure that CPS is abreast of client needs every step of the way. We have tremendous confidence in the ability and competence of our staff to provide excellent work and customer service to TSA.

We look forward to working together with TSA and our partners to ensure freedom of movement for all people.

### **PAMELA STEWART**

*CPS Co-Executive Director*

### **ED COLE**

*CPS Co-Executive Director*

## CPS AND CSUS DEVELOP HR ACADEMY

CPS and California State University, Sacramento's College of Continuing Education have partnered to develop a Public Sector HR Academy. The Academy will offer a series of courses to address the unique training and education needs of public sector human resources.

CPS sent an electronic survey to hundreds of clients to assess developmental needs and interests in various HR topics. CPS and the CSUS Continuing Education office will use this information to build a curriculum for the academy that will be offered through the College of Continuing Education.

An Advisory Council of HR Managers has been established to help guide CPS and CSUS during the developmental phase of the program. It is expected that participants will receive CSUS continuing education units and a CPS certificate for completing the established curriculum for the academy.

Further updates on the CPS and CSUS HR Academy will follow in future newsletters. The first classes for the academy are expected to begin in the fall of 2003. For more information, please contact Judy Capaul at 916.263.3614 x 3153.



## CPS SENIOR MANAGER BOB LAVIGNA APPOINTED PRESIDENT – ELECT FOR IPMA

Congratulations to CPS' Bob Lavigna on his election as President-Elect of IPMA in October 2002! Bob has been an active member of the International Personnel Management Association (IPMA) for 14 years, including two years on the Executive Council.

Bob currently serves as the Chair of the IPMA/NASPE Benchmarking Committee and has held several executive positions for organizations in the past, including President of the IPMA Central Region, Chair of the American Society for Public Administration (ASPA) Section on Personnel and Labor Relations, member of the National Public Service Awards selection committee, and President of the ASPA Wisconsin Capital Chapter.

With over 28 years experience in the federal, state, and local government, Bob's experience and education are extensive. Bob has been with CPS since April 2001 and is currently serving as Senior Manager in the Wisconsin office and leading the TSA Recruitment Team

Prior to working for CPS, Bob was Administrator of the state of Wisconsin civil service system, HR Director of the United States' General Accounting Office's largest regional office, and assistant to the Assistant Comptroller General.

Bob's awards and honors include Public Official of the Year, the IPMA Warner W. Stockberger Achievement Award, the IPMA Central Region Carl K. Wettengel Leadership Award, and the ASPA Outstanding HR Practitioner Award.

As President-Elect of IPMA, Bob's goal is to enhance the visibility, value, and services of the organization.

## CPS INVESTIGATIVE SERVICES

Despite continuing efforts to prevent workplace conflicts through training and education, public agencies may occasionally find themselves facing allegations of inappropriate workplace conduct or behavior. By addressing workplace complaints and allegations in a timely and professional manner, your agency can potentially minimize risk and future exposure.

CPS has extensive experience in performing employment-related investigations. CPS consultants have conducted literally hundreds of these investigations for state and local government agencies. CPS understands that it is necessary to accurately and expeditiously meet the investigative needs of our public agency clients. Our expertise enables us to complete most investigations in 60 days or less at a cost of \$5,000 to \$8,000.

CPS is a not-for-profit, public agency, so state agencies can access our varied services directly without going through a formal procurement process. For more information about CPS investigative services, please contact Dave Caffrey at 916.263.3614 x 3040 or via e-mail at [dcaffrey@cps.ca.gov](mailto:dcaffrey@cps.ca.gov).

## CPS' SEARCH DIVISION INCREASING VALUE TO CLIENTS NATIONWIDE

Shannon Executive Search recently completed three executive searches. Shannon was retained to recruit a City Manager for



the City of Auburn, an Executive Director for Maricopa Association of Government, and a Chief Financial Officer for Henderson,

Nevada. Shannon also completed the search for a County Executive in Napa County, California.

2003 is already promising to be another successful year. Currently, the Shannon team is conducting more than 25 executive searches in cities, counties, and special districts throughout California, Arizona, and Minnesota. These executive searches include a City Manager in Long Beach, three top level HR Executives for Los Angeles County, an HR Director for Vallejo, and a Public Works Director for the City of Minneapolis, MN.

To see how Shannon Executive Search can help you find your next executive, call David Harris at 916.263.1401 or via email [dharris@cps.ca.gov](mailto:dharris@cps.ca.gov).

## CPS AND IPMA AWARD \$25,000 IN GRANTS FOR INNOVATIVE HR PROGRAMS

Georgia Merit System and the City and County of San Francisco receive CPS Human Resource first annual awards.

CPS Human Resource Services and International Personnel Management Association (IPMA) joined in a partnership in the summer of 2002 to establish a nationwide grant program to encourage innovation in public sector human resources.

The purpose of this grant program is to enhance excellence in human resources through recognition of contributions to public service that foster quality, fairness, equity, and solutions to organizational needs.

The \$25,000 grants were awarded to the State of Georgia Merit System and the City and County of San Francisco for the implementation and utilization of innovative human resource programs.

Georgia Merit System implemented *Georgia's Automated Competency-Based Staffing and Development Tools*. As part of this project, the Georgia Merit System will develop three, interrelated applications: a competency-based behavioral interview guide, a competency-based multi-rater assessment, and a competency-based development guide.

The City and County of San Francisco's *The Link Project* will feature the development of an interactive database. The database will link the knowledge, skills, and abilities of the candidates with specific position classifications within the City and County of San Francisco. Candidates will be informed of current, available positions and will have an option to complete online interest cards for notification of future position availability.

## CPS TRAINING AND SEMINARS

### *Employment Law Public Seminars*

Nearly 500 state and local government employees attended Sexual Harassment Prevention, Discrimination Prevention, Diversity, and Workplace Violence Prevention seminars in November of 2002 and February 2003. The four half-day seminars focused on employment law and workplace issues faced by public agencies. For more information about upcoming seminars, visit our website at [www.cps.ca.gov](http://www.cps.ca.gov) or contact Sue Somantis at 916.263.3614 x 3054.

### *CPS Partners with John Adkisson for Training Seminars*

CPS has partnered with John Adkisson of Team Trainers, LLC, to provide training seminars in several critical areas of employment law. As an attorney with Hanson Bridgett, Marcus, Vlahos, Rudy, LLP, Mr. Adkisson brings trial attorney expertise to CPS's public agency clients. All seminars focus on prevention in an interactive presentation that can be tailored to fit client needs. Most seminars are conducted in a half-day format, filled with role playing and small group exercises that stimulate discussion and facilitate learning and understanding of the employment law issues.

Seminars offered are: Preventing Violence in the Workplace, Sexual Harassment and Retaliation Prevention, Family and Medical Leaves for Supervisors, Disability Accommodation for Supervisors, and Discrimination Prevention and Diversity.

In order to reach a large number of your employees and to make the greatest impact, CPS can provide these seminars at your location. In addition, CPS will be offering open, public seminars several times per year for individual attendance.

For more information, visit the CPS website at [www.cps.ca.gov](http://www.cps.ca.gov) or contact Judy Capaul at 916.263.3614 x 3153 (local government) or Dave Caffrey at 916.263.3614 x 3040 (state government).

## Inside

1	TSA Awards CPS Contract
2	CSUS and CPS Develop HR Academy
2	Lavigna Appointed IPMA President-Elect
3	CPS' Search Division Increasing Value to Clients Nationwide
4	CPS Awarded MOBIS Status

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FOR PUBLIC AGENCIES  
*Human Resource Services*



## CPS AWARDED MOBIS STATUS

In October 2002, CPS was awarded Management, Organizational, and Business Improvement Services (MOBIS) status to provide human resource services to the Federal Government. As an authorized provider of services to the Federal Government General Services Administration and Federal Supply Services, CPS can now provide a quick turn-around of expert services to federal agencies. MOBIS status enables CPS to work with federal agencies without submitting an RFP.

Most recently, CPS has been working with the National Institute of Health and will continue to do so over the next five years. The National Institute of Allergy and Infectious Diseases' (NIAID) staff is expected to grow significantly in response to increased bio-defense and immunologic research. CPS is working to provide the Institute with HR expertise and services to ensure the Institute is prepared for this expansion.

"It is our promise to maintain a clear vision of our client's needs, identify new or emerging needs, and provide the expertise to meet those needs," said Pamela Stewart, Co-Executive Director at CPS.

## FULL SERVICE. FULLY CAPABLE

*From HR consulting services to providing customized employment tests, CPS is the leader in providing solutions for your human resource and testing needs. We specialize in providing human resource services exclusively for public agencies.*

## CPS DONATES 20 COMPUTERS TO HELP UNDERPRIVILEGED AND AT-RISK CHILDREN

Recently CPS donated 20 computers to Kids \*Computers\* Community, a non-profit organization dedicated to placing computers in the hands of those who need them most—underprivileged and at-risk children.

"Kids \*Computers\* Community seemed to be the most logical non-profit organization to donate our used computers," said Brian Gegan, Chief Information Officer for CPS. "We were looking for a non-profit agency that had the capability to refurbish and supply them to children who might not otherwise have access to a computer. K\*C\*C was a perfect fit."

As CPS continues to replace its used computers, "Kids \*Computers\* Community will continue to benefit from our donations. In addition to helping children, the environment also benefits because toxic and non-biodegradable computer components are kept out of the landfills. For more information on how your organization can donate your used computers, call K\*C\*C at 916.369.5232.